

North Mecklenburg Woman’s Club Bylaws

ARTICLE I – NAME

The name of this organization is the North Mecklenburg Woman’s Club.

ARTICLE II – OBJECTIVE

The North Mecklenburg Woman’s Club is a philanthropic organization dedicated to promote and support social, educational, and civic progress in the community.

ARTICLE III - MEMBERSHIP

Any woman resident of the community who is interested in the objectives of this club is a candidate for membership.

It is the duty of each member to:

- a) Support fundraisers and other club projects
- b) Actively serve on the Committee(s) of their choice
- c) Pay annual dues

ARTICLE IV – ANNUAL DUES

Section 1 - Fiscal Year

Annual Dues are set by the Executive Board and are subject to membership approval. The dues cover one fiscal year beginning June 1 of any given year and ending on May 31 of the following year.

Section 2 - Active Members

Active Members shall pay Dues to the First Vice President of Membership by the Annual Meeting. The First Vice President of Membership shall begin to collect dues for the following year at the March meeting. Dues must be collected by the October meeting for the member to be considered active.

Section 3 - New Members

New members coming into the Club on or after the March meeting will pay a full year’s Dues applicable to the following Club year.

ARTICLE V – MEETINGS

Section 1 – General Membership Meetings

The General Membership meetings of the Club shall be held monthly except June, July and August unless otherwise designated by the Executive Board. All members shall register upon arrival and pay the specified dining fee, if applicable.

Section 2 – Board Meetings

The Executive Board shall hold meetings as may be necessary to transact the business of the Club. Meetings shall be held at such time and place as they determine.

Section 3 – Special Meetings

A Special meeting may be called by the President, the Executive Board or by a minimum of three (3) members by written request to the President. All members must be notified of such meetings not less than seven (7) days prior to the date on which they are to be held.

Section 4 – Election Meeting

The meeting to elect the Executive officers will be held in the month of March. This will be a joint meeting for voting on the candidates presented by the Nominating Committee and for requesting any nominations from the floor. The elected officers will be installed at the Annual Meeting in May.

Section 5 – Annual Meeting

The Annual Meeting shall be held in the month of May. This will be a joint meeting for the installation of elected officers. The Executive Board shall determine such other business as needed. Officers will assume their duties at the conclusion of this meeting.

Section 6 – Guests

Guests must register and pay specified dining fees, if applicable, upon arrival at regular meetings. Complimentary dining invitations may be extended only at the discretion of the President.

Section 7 – Committee Meetings

All members of a committee must be notified of each meeting.

ARTICLE VI – NOMINATIONS AND ELECTIONS

Section 1 - Composition of the Nominating Committee

This committee is appointed at the January Executive Board meeting and presented at the February General Membership meeting. The Nominating Committee consists of five club members. The committee shall elect its chair.

Section 2 - Duties of the Nominating Committee

This committee will present a candidate for each office to be elected at the March Joint General Membership meeting. The candidates will be published to the membership at least seven (7) days prior to the March Joint General Membership meeting.

Section 3 - Qualifications for Office

- a) As a prerequisite for serving as an officer, a candidate must have been an active member for a minimum of one year at the time of nomination.
- b) As a prerequisite for serving as President, a candidate must have been an active member for a minimum of two years and served on the Executive Board.
- c) As a prerequisite for serving as the Second Vice President of Fundraising, a candidate must not be a member of any non-profit Board that would be potentially receiving a donation from the Club.

Section 4 - Election of Officers

- a) Officers shall be elected at the Joint General Membership meeting in March by a majority vote, provided a quorum is present.
- b) The officers will be installed in May and will assume duties of the office at that time.
- c) Nominations for any officer can be provided from the floor.
 - a. The candidate must accept the nomination before being included in the vote for the office.
 - b. Voting by ballot will be done in situations where there are floor nominations and a candidate's acceptance of a specific office nomination.
- d) If the office of the President becomes vacant before February 1st, the 1st Vice President of Membership will assume both the Presidency and 1st Vice President of Membership duties until the nominating committee can present a new candidate to be voted in by a majority vote at a General Membership meeting.
- e) If the office of the President becomes vacant after February 1st, the Executive Board will appoint a new President and any other Executive Board vacancies the Presidential appointment creates.

Section 5 - Term of Office

All elected positions are for a term of one fiscal year following their installations or until their successors are elected, and are to begin their duties immediately following their installation at the Annual Meeting.

ARTICLE VII – OFFICERS AND THE EXECUTIVE BOARD

Section 1 - Officers

- a) The officers shall be President, First Vice President, Second Vice President, Third Vice President, Treasurer, Recording Secretary and Corresponding Secretary.
 - a. First Vice President – Membership, who is responsible for all records and activities related to NMWC members.
 - b. Second Vice President – Fundraising, who is responsible for all events intended to raise charitable funds.
 - c. Third Vice President- Communications, who is responsible for the public presence of NMWC
- b) Elected officers are expected to attend all Board meetings and all fundraising events.
- c) The elected officers shall be responsible for modifying, adding and deleting standing committees, as necessary.
- d) The newly elected officers of the Club shall meet within one month following their election to name and approve committee chairs.
- e) The elected officers may also meet as a body in case of emergency.

Section 2 - Executive Board

The Executive Board shall consist of all elected officers, past President, standing committee chairs, special committee chairs and appointees as designated in these Bylaws and Policies and Procedures.

In the event of incapacity or resignation of an Officer, the Executive Board shall have the authority to appoint a replacement to complete the term for all offices, except the President.

Article VIII - Duties of Officers

Section 1 - President

- a) The newly elected President may, within one month following the March elections, call one or more meetings of the newly elected officers for the purpose of naming and approving committee chairs and such other appointees, as she deems necessary.
- b) The President shall within one month following her installation, call a meeting of the Executive Board to outline plans for the coming year.
- c) The President shall be the chief elected officer of the Club.
- d) The President shall preside at all General Membership and special meetings of the Club and at all Executive Board meetings.

- e) The President shall sign checks in the absence of the Treasurer
- f) Checks over \$500 require dual signatures of the President and Treasurer or in the absence of one of these; the First Vice President of Membership will be the signer.
- g) The President and Treasurer shall sign all financial contracts and obligations authorized by the Executive Board.
- h) The President shall represent the club in outside activities
- i) The President is a member ex-officio of all committees, except the Nominating Committee.
- j) The President is not allowed to vote on motions, except in the case of a tie.
- k) The President shall have a key to the Post Office Box
- l) The President presents a condensed written report of the work of the club for the year at the Annual Meeting of the General Membership.
- m) The President shall review, along with the Communications chair, all publicity sent out in the name of the Club.
- n) The President shall have the authority to appoint all committee chairmen.
- o) The President shall review & approve all postings on social media by Charities after review by the Vice President of Communications.
- p) The President shall maintain a procedure manual, minutes, agenda and job description to be passed on to her successor.

Section 2 - First Vice President of Membership

- a) In the absence of the President at a meeting, she shall perform all duties of the president.
- b) She shall appoint chairs as needed.
- c) She shall keep a roster of all Club members.
- d) She shall collect dues throughout the year beginning in March.
- e) She shall maintain the Club Directory.

- f) She shall maintain a Membership Handbook
- g) Reports the number of members in the Board and General Membership meetings.
- h) She shall hold an orientation meeting for new members.
- i) She shall also perform other duties assigned to her by the President.
- j) Checks over \$500 require dual signatures of the President and Treasurer or in the absence of one of these; the First Vice President of Membership will be the signer.

- k) In case of a vacancy in the office of President, before February 1st, the 1st Vice President of Membership will assume both the Presidency and 1st Vice President of Membership duties until the nominating committee can present a new candidate to be voted in by a majority vote at a General Membership meeting.
- l) If the office of the President becomes vacant after February 1st, the 1st Vice President of Membership will assume duties until the Executive Board appoints a new President.
- m) The First Vice President of Membership shall provide to all new members a copy of the By-Laws and Policy and Procedures.
- n) The Membership Directory will be updated monthly on the website. It will include updates and new members that join, throughout the year.
- o) The First Vice President shall maintain a procedure manual, minutes , agenda and job description to be passed on to her successor

Section 3 - Second Vice President of Fundraising

- a) In the absence of the President and First Vice President, she performs the duties of those officers.
- b) She presents ideas for fundraising projects to the Executive Board for their approval and appoints chairs as needed.
- c) Tax receipts for all Fundraising donations will be provided by the Second Vice President of Fundraising to the sponsors and donors.
- d) She shall be a member of the Appropriations Committee, along with the other Board appointed members
- e) She shall not be on the Board of any non-profit that could potentially be a recipient of a donation from the Club.
- f) She shall also perform other duties assigned to her by the President.
- g) The Second Vice President shall maintain a procedure manual, minutes , agenda and job description to be passed on to her successor

Section 4 - Third Vice President of Communications

- a) She is responsible for the following, including appointing chairs as needed for these activities: Publicity, Monthly Calendar, Webmaster, Weekly Updates, Facebook and any other activities deemed necessary.
- b) She is responsible for Publicity of all events concerning the Club.
- c) She reviews and approves along with the President, all publicity and/or announcements sent out in the name of the Club.
- d) She shall appoint chairs as needed
- e) She shall perform other duties assigned to her by the President.

- f) The Third Vice President shall maintain a procedure manual, minutes , agenda and job description to be passed on to her successor

Section 5 – Recording Secretary

- a) The Recording Secretary records the proceedings of all General Membership and Executive Board meetings.
- b) She has custody of Club records and documents. These records and documents are open to inspection by any member of the Club at any time in the presence of the Secretary.
- c) She maintains a copy of all minutes by signed copy and electronically
- d) The Secretary also performs other duties assigned to her by the President.
- e) The Recording Secretary shall maintain a procedure manual, minutes , agenda and job description to be passed on to her successor

Section 6 – Corresponding Secretary

- a) She shall conduct the official correspondence of the Club with approval of the President.
- b) She shall maintain Club stationery and printed supplies, reordering when necessary upon approval of the board.
- c) Shall send an electronic birthday message to each member and keep track of birthdays on the club web calendar.
- d) She shall send cards upon birth, illness, and death or as directed by the Executive Board.
- e) The Corresponding Secretary shall maintain a procedure manual, minutes , agenda and job description to be passed on to her successor.

Section 7 – Treasurer

- a) The Treasurer receives all funds of the Club and conducts financial transactions in such banks as directed by the Executive Board.
- b) She receives and verifies all financial transactions and keeps an accurate account of all disbursements and receipts, and pays all bills at the direction of the Executive Board.
- c) She shall be responsible for paying for both membership meals at the Tuesday night meeting from the information provided by the Hospitality chair
- d) She gives a verbal and written report of the financial status of the club at the Executive Board meetings and verbal and written reports at the General Membership meetings.
- e) She furnishes written financial reports, monthly and annually, to the Recording Secretary and President.
- f) She shall keep all committee chairs apprised of their budget expenditures.
- g) The Treasurer shall, with the President, sign all financial contracts and obligations authorized by the Executive Board.
- h) Checks over \$500 require dual signatures of the President and Treasurer or in the absence of one of these; the First Vice President of Membership will be the signer.
- i) She shall have the Post Office Box key to collect mail.
- j) Treasurer, with the approval of the President, shall appoint an Assistant Treasurer to do the following:
 - a. Balance the Statements every other month.
 - b. Participate with the Fundraising VP in counting the Fundraising event proceeds.
 - c. Be prepared to take over the duties of the Treasurer should the Treasurer need replacement

- k) The exiting Treasurer will work with the incoming Treasurer a minimum of 3 months to ensure the incoming Treasurer can work through a defined checklist of deliverables. (Reports for various times of the year and budgeting) The previous Treasurer is not released from her duties until she and the Enrolled Agent close the books on the previous year and complete all Tax filings.
- l) The Treasurer will hire an outside Enrolled Agent to ensure the accuracy and timely filing of tax returns.
- m) The Treasurer will add all Tax filing dates and insurance due dates to shared calendar for visibility of the Board.
- n) She shall send a copy of the return to the Recording Secretary.
- o) The Treasurer shall maintain a procedure manual, minutes, agenda and job description to be passed on to her successor

Section 8 – Parliamentarian

- a) She is appointed by the Executive Board.
- b) She attends all Executive Board and General Membership meetings to advise the President on matters of parliamentary procedure.
- c) She is the Chair of the Bylaws committee.
- d) She oversees the review of Bylaws and Policies and Procedures for recommended amendments.
- e) She is a non-voting member of the Executive Board, except in the case of a tiebreaker vote, when either the 1st Vice President of Membership or 2nd Vice President of Fundraising is assuming dual roles to fill a vacancy for an Executive Officer.
- f) The Parliamentarian shall maintain a procedure manual, minutes, agenda and job description to be passed on to her successor

Section 9 – Chaplain

- a) She is appointed by the Executive Board to give devotions, thought for the day, or brief reading at the Executive Board and General Membership meetings.
- b) She is a non-voting member of the Executive Board on any question at any time.

Section 10 – Past President

- a) The outgoing President remains a member of the Executive Board for one additional year after the completion of her term. This in no way conflicts with her holding a regular office or being assigned any duty.
- b) She is a non-voting member of the Executive Board on any question at any time.

ARTICLE IX – EXECUTIVE BOARD

Section 1 – Composition

The Executive Board shall consist of all elected officers, past President, standing committee chairs, special committee chairs and appointees as designated in these Bylaws and Policies and Procedures

Section 2 – Eligibility and Tenure

All members of the Executive Board must be members in good standing as defined by these bylaws, and must serve until their successors are duly elected. The term of office for the Executive Board shall begin at the conclusion of the Annual meeting and end at the conclusion of the next Annual meeting.

Section 3 – Voting

All members of the Executive Board shall be voting members unless the Bylaws state differently. In the event of co-chaired positions there will only be one (1) vote for that position. The President is not allowed to vote, unless in the cases of a tie.

Section 4 – Duties and Responsibilities

The General management of the affairs of the Club shall be vested in the Executive Board. It is incumbent upon each member of the Executive Board, therefore, to thoroughly familiarize herself with the Club Bylaws, and Policies and Procedures and to perform the duties outlined therein and in the parliamentary procedures adopted by the Club.

The Executive Board shall

- a) Have the authority and responsibility to govern the Club.
- b) Set policies and procedures, direct planning and oversee the implementation of said plans
- c) Prepare and send the budget to the General Membership for approval
- d) Reports actions and recommendations to the General Membership at the monthly General Membership meetings.
- e) Authorize payment of bills.
- f) Each member of the Executive Board shall be responsible for an Annual report of her work and any recommendations to be handed to her successor at the Annual meeting.
- g) The Executive Board shall have the final decision on questions of interpretation of the Bylaws.

Section 5 – Board Meetings

The Executive Board shall hold meetings on a regular basis as scheduled by the

President. Special meetings may be called by the President or upon written request of 3 members of the Executive Board. Board members shall attend all Executive Board meetings.

Section 6 – Quorums

A majority of the voting members of the Executive Board present shall constitute a quorum for the transaction of business at all regular and special meetings of the Executive Board.

ARTICLE X – COMMITTEES

Each Committee Chairman shall maintain a procedure manual, guidelines, minutes of meetings, programs, agenda and job description to be passed on to her successor

Section 1 – Budget Commitments

All Standing committees and Special Committees shall restrict their yearly expenses to those specifically allocated for such purposes in the Club's Annual Budget. The approval of the Executive Board must be obtained by chairs prior to expending additional Club funds.

Section 2 – Planning

All committees shall, immediately after installation and in consultation with the incoming President, plan their programs, projects and events for the coming year. These must be submitted by the August Executive Board meeting for approval. Committees shall hold regular planning meetings throughout the year, as necessary.

Section 3 – Communications

Chairs shall give due notice to the Communications chair of any newsworthy activities and forthcoming events prior to such functions for inclusion in the weekly update.

Each chair is responsible for listing her committee's events on the web-calendar.

Section 4 – Standing Committees

Standing Committees are those committees whose activities are permanent in the program of the Club and may be added or deleted as needed. The incoming Executive Officers shall appoint the chair of each Standing Committee.

The current year's committees shall be listed in the Policies and Procedures manual.

Section 5 – Special Committees

Special Committees shall be appointed by the Executive Officers. Upon the appointment of a committee, the Executive Board shall establish its power and term of appointment. They are obligated to attend one or more Executive Board meetings prior to the event to inform the Board of the committee’s related plans and current progress. At the first Executive Board meeting after such event or project, Chairs of these committees and/or their designated representatives shall submit final post-project reports.

The current year’s committees shall be listed in the Policies and Procedures manual.

Section 6 – Ex-Officio

The President shall be an ex-officio member of all committees except the Nominating Committee, and must be notified of all committee meetings.

ARTICLE XI – QUORUM

Section 1 – Quorum

One-third of the General Membership present shall constitute a quorum. A quorum must be present in order to properly transact business, vote on matters before the membership and other matters as defined by the parliamentary authority.

Section 2 – Voting

All members are considered qualified voters. All qualified members shall have one vote. Majority vote shall rule on all issues except amendment of the bylaws, which shall require a two-thirds vote of members present.

ARTICLE XII - FISCAL COMPLIANCE

Section 1 – Fiscal year

The Fiscal year shall be from June 1 through May 31 of any given year.

Section 2 – Accounts

The books and accounts of the Club shall be kept in accordance with the cash basis of accounting and shall be reviewed annually as per Policy and Procedures.

Section 3 – Contracts

The President and the Treasurer must sign all contracts.

ARTICLE XII – PARLIMENTARY LAW

Robert's Rules of Order, Newly Revised shall govern in all matters not specified in the Bylaws of this organization

ARTICLE XIV – BYLAWS AND AMENDMENTS

Section 1 – Bylaws

The Parliamentarian must submit any proposed amendment to the Executive Board in writing no less than seven (7) days prior to the Board meeting. Upon approval by the Executive Board, the Parliamentarian will present to the club membership, in writing no less than seven (7) days prior to the membership meeting at which the amendment is to be voted on. These bylaws may be amended at any General Membership meeting by a two-thirds vote of the members present.

Section 2 – Annual Review

The Bylaws Committee shall review the bylaws in January to be presented to the Executive Board in February.

Section 3 – Changes in Bylaws

The Bylaws Chair and Committee shall have the authority to make technical and typographical corrections to the Bylaws in order to assure editorial continuity while the Executive Board and the membership must approve substantive changes. These technical and typographical corrections shall be reported to the Executive Board.

Bylaws approved June 4, 2013

Revised September 8, 2014

Revised March 2, 2016

Revised May 3, 2016

Revised November 2, 2016

Revised April 4, 2018

Revised August 7, 2018

NORTH MECKLENBURG WOMAN’S CLUB POLICIES & PROCEDURES

ARTICLE 1 - GENERAL

I. DUES

Individual membership dues are \$50.00 annually. They are non-refundable.

Annual Dues are set by the Executive Board and are subject to membership approval. They shall be for one fiscal year beginning June 1 of any given year and ending on May 31 of the following year.

Section 1 – New Members

New members coming into the Club on or after the March General Meeting will pay a full year’s Dues applicable to the following Club year.

Section 2 – Active Members

Active Members shall pay dues to the 1st Vice President of Membership by the Annual Meeting. The 1st Vice President of Membership shall begin to collect dues for the following year at the March General Meeting.

Section 3 – Legendary Leading Ladies

Members who have given 25 years of service to NMWC, or members recommended by the Board, are awarded the status of “Legendary Leading Lady”. They are given a small token of appreciation and they no longer pay annual dues.

II. MEMBERSHIP

Membership in NMWC is open; any woman resident of the community who is interested in the objectives of this club is a candidate for membership

Section 1 – New Members

1. Pay current dues.
2. Submit an application and profile sheet.
3. Have their photo taken for the Membership Directory.
4. Members are encouraged to attend New Member Orientation Meetings.
5. New members shall follow all active member requirements.

Section 2 – Active Members

1. Pay current dues.
2. Members will support the mission, goals and programs of NMWC.
3. Members are expected to join a committee.
4. Members are expected to sell or purchase at least two tickets to any fundraiser during the year.
5. Members are expected to participate in the Red, White and Green by bringing a gift that is \$25 or more.
6. Members are encouraged to participate in a service project.
7. Members are encouraged to attend General Membership Meetings.
8. Members are encouraged to participate in NMWC activities and events
9. Update profile/committee selection sheet annually.
10. Members are encouraged to participate in an annual survey that helps the Executive Board determine desires for the following year.

Section 3 – Legendary Leading Ladies

1. Exempt from paying annual dues
2. Must be an active member for 25 consecutive years
3. Can be designated for this honor by the Executive Board.

Section 4 – Membership Policies

1. Solicitation Policy

Any business use of NMWC directory for mail, telephone, facsimile, e-mail or social media solicitations is prohibited. Failure to comply may result in loss of membership privileges.

2. Function Cancellation Policy

Paid reservations for special NMWC functions may be canceled only by notifying the committee chair prior to the published, pre-determined reservation cut-off date. Otherwise, the holder of such reservations shall pay all charges.

3. Fundraising Policy

It is suggested that each member sell or purchase at least two tickets to any of the major fundraising events.

4. Credit Card Usage

Any credit card usage for meals and/or dues will have a surcharge applied.

5. 10 Year Service

Recognition will be given to members who have achieved 10 years continuous service in the Club. They will be recognized and awarded a small token of the club's appreciation.

6. Member Illness/Need Policy

Members should notify the Hospitality Chair of any member illness or need. The Hospitality Committee will provide one meal if requested.

7. Births/Adoption Policy

Members notify the Hospitality Chair of a member's new child. The Hospitality Committee will provide one meal if requested.

8. Death of Club Member or Immediate Family Policy

This policy applies to the death of a Club member, the member's current spouse, children, stepchildren or parent.

Members shall notify the Hospitality Chair of a death. The Hospitality Committee will provide one meal if requested and donate \$100 to the charity designated by the family. If no charity is designated, the donation will be given to a charity as determined by the Executive Board.

9. Member Events

All member events are for "adults only" unless otherwise specified. All exceptions must be preapproved by the event chair.

Section 5 – Club Information

For further information or correspondence regarding NMWC, meetings, projects and activities see:

- NMWC Weekly Update
- NMWC Facebook: <https://www.facebook.com/groups/271034692909346/>
- NMWC Website: www.nmwclub.org.
- NMWC Web Calendar: <http://www.nmwclub.org/event-calendar>
- NMWC Post Office Box 1782, Huntersville, NC 28070
- NMWC General Email: NMWClub@gmail.com

- NMWC Instagram: NWMclub

III. GENERAL MEMBERSHIP MEETINGS

Section 1 – General Membership Meetings

Monthly meetings are scheduled from September through May.

1. General Membership Meetings convene on the Tuesday of each month closest to the first Wednesday for the Night Meeting group.
 - a) Bar is open at 5:30PM.
 - b) Dinner is served at 5:45PM.
 - c) The meeting begins promptly at 6:30PM. Please arrive in time to eat and get settled before the meeting begins.
2. General Membership Meetings convene on the first Wednesday of each month at 10:30AM for the Day Meeting group.
 - a) Bar is open at 9:45AM.
 - b) Lunch is served immediately following the program.
3. All meetings are held at Northstone Country Club, unless otherwise noted.
4. Meetings at alternative times or joint meetings may be scheduled during the year with the approval of the Executive Board.
5. The agenda order for the meeting will be:
 - a) Call to Order - President
 - b) Pledge of Allegiance - President
 - c) Devotion - Chaplain
 - d) Program Event (program presentation including follow up questions should last 15 to 20 minutes)
 - e) Remaining Executive Board reports
6. Members are asked not to wear denim per Northstone Country Club dress policy.
7. All cell phones are to be turned off during the General Membership Meeting. A \$5 charge will be assessed, if your phone rings during the General Membership Meeting.
8. All members and guests are expected to practice common courtesy during the General Membership Meeting – refrain from talking, texting, photographing.

Section 2 – Hospitality Reservations

1. Members are encouraged to pay in September for the meals for the club year. If you have paid for the year, you are still required to contact the Hospitality Chair to confirm your absence from the General Membership Meeting. If you miss a meeting, and have already paid, you will not be reimbursed for the missed meal.
2. Members and their guests are required to make a reservation for lunch/ dinner by the Friday before the General Membership Meeting. IF YOU MAKE A RESERVATION YOU ARE REQUIRED TO PAY EVEN IF YOU CANNOT ATTEND THE MEETING

Section 3 – Clipboards

1. Sign-up sheets for various club meetings/activities are placed on clipboards and are available on each table during the General Membership Meeting.
2. All information must be sent to the President at least 24 hours prior to the General Membership Meeting for distribution approval
3. Committee chairs are required to give the sign-up sheets to Special Interest by the Tuesday Night Meeting.
4. The Special Interest chair is responsible for collecting the clipboards after each General Membership Meeting and sending the names to the appropriate committees.

Section 4 – Announcements

Announcements are made at the discretion of the President.

1. NMWC does not authorize announcements which conflicts with its purpose or mission.
2. Anyone wishing to make a community service or other announcement must submit it to the President for her approval at least 24 hours prior to the General Membership Meeting.
3. The President will approve any and all materials for handouts at the General Membership Meetings and activities before being made available for distribution.
 - a) The information must be provided to the President at least 24 hours prior to the General Membership Meeting
4. The sale or distribution of materials related to the program (for example: pamphlets, brochures, books or advertising handouts) must be approved by the Program Chairman and the President prior to the General Membership Meeting.
5. The distribution of political statements, advertising, campaign solicitations, brochures, endorsements, posters or announcements is prohibited.

IV. DISBURSEMENT AND REIMBURSEMENT OF FUNDS

Any expenses requiring reimbursement must be pre-approved by the appropriate Committee Chair or by the Executive Board.

1. To be reimbursed, a member must complete a Request for Reimbursement form, attach all receipts, and obtain signature approval of the Committee Chair, within 30 days of the date on the receipts
2. The Committee Chair is responsible for approving Request for Fund reimbursement for projects/materials for any authorized projects.
3. The Committee Chair will submit the authorized reimbursement to the Treasurer.
4. Checks may be obtained in advance from the NMWC Treasurer for pre-approved items. Checks will be made out to the vendor. Receipts must be submitted with completed voucher following purchases.
5. All in-kind donations, which represent an expense, must be submitted to the Second Vice President of Fundraising and the Treasurer, regardless of whether or not the individual wishes to be reimbursed. This expense information must be recorded for future budgeting.

V. COMMUNICATION POLICIES

Internal communication to the entire membership takes place by Weekly Update, Web Calendar, Website, Facebook & other social media, and announcements at the General Membership Meetings, in addition to Membership Directory handouts at the New Member Orientation Meetings.

Section 1 – Communication Approvals

1. The President and Third Vice President of Communications shall approve all communications within 24 hours of receipt.
2. No response after 24 hours to the request will be considered as acceptance.

Section 2 – Weekly Update

1. The Weekly Update is sent by e-mail to the membership, by the Communications Chair or designee.
2. The Weekly Update contains reports from the Executive Board, minutes from the previous General Membership Meetings, calendar of events, membership updates and club sponsors.
3. All articles, reports, and announcements must be submitted electronically to newsletter.nmwc@gmail.com by the announced deadline.
4. Members are allowed to post business events, items for sale, garage sales, etc. in the Weekly Update by paying a fee of \$25 to the Third Vice President of Communications for 4 weekly updates. The posting will be represented as a click thru for a pdf flyer.
5. The designated charities for the year are allowed to post charity events, as a pdf flyer, in the weekly update for the year at no cost.

Section 3 – Web Calendar

1. Committee Chairs, Fundraising Chairs and necessary project chairs are all required to update their meeting/event on the NMWC Web Calendar.
2. They must give all details on the event as well as a contact name and email and address, if necessary.
3. Members are encouraged to go to the web calendar to keep abreast of current and future events.

Section 4 – Website

1. Maintained by NMWC Webmaster under the direction of the Third Vice President of Communications
2. All updates must be submitted electronically to newsletter.nmwc@gmail.com.

3. Modifications, additions and/or deletions should be made within 4 days of the request.

Section 5 – Facebook (Social Media)

1. Maintained by NMWC Facebook Administrator(s) under the direction of the Third Vice President of Communications.
2. Maintain a “closed” Facebook Group.
 - a) Newsletters and other communications that may be deemed “personal” can be posted here
 - b) Ensure that the site can only be accessed by current NMWC members. New posts in the Group Page are included in the News Feeds of members of our group, and members can interact and share with one another within the group.
3. Maintain a public Facebook Page.
 - a) This page will be open to the public, allowing for visitors to obtain information about NMWC, upcoming events and fundraisers, charity funding request applications, and other pictures and posts.

Allows NMWC to create an authentic and public presence on Facebook.
4. All updates must be submitted electronically to newsletter.nmwc@gmail.com.
5. Administrators should post all modifications, additions and/or deletions within 4 days of the request, for both Facebook Group and Facebook Page.

Section 6 – Membership Handbook and Membership Directory

1. The First Vice President of Membership shall provide to all new members a copy of the By-Laws and Policy and Procedures.

The Membership Directory will be updated monthly on the website. It will include updates and new members that join, throughout the year

ARTICLE II - COMMUNITY SERVICE

Section 1 – DONATION OF SERVICES

1. NMWC may sponsor Community Service Projects that rely on volunteer service of NMWC members. Projects are approved by the Executive Board, who then reports to the General Membership.
2. The project chair informs the Membership of other volunteer opportunities made available to them, particularly for those organizations supported.
3. At their discretion, the Executive Board may request the membership's volunteer support for other Community activities.

Section 2 – DONATIONS OF GOODS

1. Members may support community organizations and needy individuals through donations of such items as toys, clothing, food or toiletries.
2. Members may bring donations to the General Membership Meetings or to a central location specified by the appropriate Chair. The Chair will assure delivery of items, as she deems appropriate.

ARTICLE III. FUNDRAISING

Section 1 – General Guidelines That Apply To All Fundraisers

1. The Second Vice President of Fundraising is responsible for all fundraising committees; all fundraising chairs report directly to the Second Vice President of Fundraising.
2. Fundraising is to be undertaken only for a purpose that furthers the objectives of NMWC.
3. Fundraisers must comply with all applicable local, state and federal laws.
4. Fundraising chairs will create, follow, or revise as necessary, a procedure notebook for their particular events. This should include information regarding monetary disbursements, contributors, contributions, in-kind contributions, sets and props, speakers, entertainment, ideas and feedback. In other words, chairs should include any information that will be helpful to succeeding chairs.
5. Fundraising chairs should create a work plan for their particular events.
6. The Committee Chair, the President, and the Second Vice President of Fundraising must approve any solicitation, correspondence or publicity materials concerning fundraising.

Section 2 – Specific Fundraising Events and Committees

Specific fundraising events will be determined and scheduled by the fundraising committee each year and approved by the Executive Board.

Section 3 – Fundraising Expense Guidelines

Chair should create and develop a budget for each fundraising event. It is the goal of NMWC to maximize charitable contributions.

Section 4 – Fundraising Disbursement Guidelines

1. 100% percent of our fundraising proceeds support our community projects.
2. Up to 80% of the Fundraising monies will be distributed to charities that have been selected from application process and approved by the Executive Board
3. At least 20% of the proceeds of our major fundraisers will be distributed to the charities that have been approved by the Executive Board and the membership.
 - a) Funding allocation to each remaining charity will be determined and approved by the Executive Board.

Section 5 – Guidelines for Sponsor/Donor Recognition

1. Sponsorship/donor guidelines will be set forth by the Second Vice President of Fundraising from the time of sponsorship to the end of the fiscal year, May 31.
 - a) Flat-Rate Sponsorship – \$250 or service/gift in kind
 - 1) Logo/name on the NMWC website
 - 2) Logo/name on signage at General Membership Meetings
 - 3) Logo/name in weekly updates
 - 4) Logo/name on signage at all fundraising events
 - 5) Logo/name in all event programs
 - 6) Logo/name in print ads (depending on ad and space)
 - b) Partner - \$1000 or service/gift in kind
 - 1) All benefits of the flat-rate sponsorship, with more prominent display of logo/name
 - 2) 2 tickets to one of the ticketed fundraising events
 - c) Additional levels as deemed appropriate for large donations
2. If a donor event contribution includes a donation of cash plus a non-cash donation of goods and/or services, the assigned values of each portion shall be added together. Recognition to the donor will be based using this newly established value as if it were a Goods and/or Services Only donation. Exceptions need approval of the Second Vice President of Fundraising and the Executive Board.
3. Tax receipts for all donations will be provided by the Second Vice President of Fundraising to the sponsors, partners and donors.

ARTICLE IV – ADMINISTRATION

Obligations and Responsibilities of Executive Board

Obligations of appointed Chairs are the same as the elected officers. Their duties are directed by Bylaws – Article VIII

1. The Executive Board assumes the duties immediately following the installation at the Annual Meeting.
2. The Executive Board shall attend all Executive Board and General Membership Meetings unless excused.
3. The Executive Board shall give verbal/written reports at Executive Board and General Membership Meetings
4. The Executive Board is expected to attend all fundraising events.
5. Each Executive Board member must maintain a procedural notebook regarding her position, goals and activity during the year. This should also include up-to-date information necessary to complete the day to day running of their committee. It should include schedules, procedures, duties, monies spent, etc. This must be completed and ready to pass on to the incoming Chair at the Annual Meeting.
6. The Executive Board may appoint one or more vice chairs; however there shall only be one vote per Committee.
7. The Executive Board Chairs shall hold a meeting with their committees before the August Executive Board Meeting to determine the plan of action for the year.
8. The Executive Board shall hold committee meetings for their area of responsibility regularly through the year, as necessary
9. The Executive Board is responsible for placing all meeting times and detailed information on projects on the Calendar to ensure events do not conflict with other previously scheduled NMWC activities
10. All committees intending to utilize NMWC funds will present a budget item for approval by the Executive Board and the General Membership.
11. The Committee Chair is responsible for approving Request for Fund reimbursement for projects/materials for any authorized projects. These must be presented to the Treasurer within 30 days of the date on the receipt.
12. The Executive Board must ensure that the President be kept informed of all committee actions and correspondence (written, verbal and electronic) and invited to all meetings. After 24 hours, a non-response from an approval request will be treated as implied approval.
 - a) Announcements must be presented within 24 hours in advance of the General Membership Meeting and must be approved by the President.

- b) The Committee Chairman will create any necessary sign-up sheets for clipboards and submit to the President for approval at least 24 hours prior to the Tuesday Night General Membership Meeting.

13. All dates of regular meetings of the Executive Board and General Membership Meetings will be scheduled at the beginning of the club's fiscal year.
14. Any change or addition to established Policies and Procedures must be submitted to the Executive Board for approval.

Section 1 – Officers

A. President

The President shall be the chief elected officer of the Club and shall preside at all General Membership and Executive Board Meetings.

1. President's Responsibilities

- a) She shall be an ex-officio member of all committees, except the Nominating Committee
 - 1) She must be notified of all committee meetings.
 - 2) The President is not allowed to vote on motions, except in the case of a tie.
- b) She shall review, along with the Communications chair, all publicity sent out in the name of the Club and all internal communications.
- c) She shall approve all clipboard sheets at least 24 hours prior to the general meetings. (See III, Section 4, #3.)
- d) Checks over \$500 require dual signatures of the President and Treasurer or in the absence of one of these; the First Vice President of Membership will be the signer.

2. Timeline of Duties

- a) Between the March (election) and May (installation) Meetings
 - 1) Call one or more meetings of the newly elected officers for the purpose of naming and approving committee chairs and such other appointees, as she deems necessary.
- b) After May Installation
 - 1) Call a meeting of the Executive Board to outline plans for the coming year.

B. First Vice President of Membership

The First Vice President of Membership shall strive to make all members feel welcome and to achieve their full potential as members. She shall instruct the membership about the club policies

1. First Vice President of Membership's Responsibilities

- a) She shall create and distribute a survey each year to help identify needs and concerns within the Club.
- b) Send announcements to the Weekly Update for membership related activities
- c) Manage the Club Roster information
- d) Maintain the Club Directory
- e) Update, reproduce and maintain a Club handbook
 - 1) The handbook contains the updated Officers, by-laws, policy and procedures, schedule of fundraisers, current and past fundraising recipients, Membership 101, annual budget, past Officers and history of the club.
- f) Responsible for New Members
 - 1) Hold an orientation meeting for new members, at least 2 times a year
 - a. Invite Executive Board members and committee chairs to present what each committee does and encourage the new members to join the committees and volunteer opportunities
 - b. Create an agenda and informational packet
 - c. Distributes the handbook to new members
 - 2) Provide a canvas bag to the new members
- g) Order canvas bags for new members
- h) Attend all Day and Night General Membership Meetings to greet new guests.
- i) Present a membership report at the Executive Board and General Membership Meetings.
- j) Provide membership brochures to guests/prospective members
 - 1) Update the membership brochures, as needed
 - 2) Orders more brochures, when necessary
- k) Checks over \$500 require dual signatures of the President and Treasurer or in the absence of one of these; the First Vice President of Membership will be the signer.
- l) In the absence of the President, the First Vice President of Membership performs the duties of that office.

- m) In case of a vacancy prior to February 1st, the First Vice President of Membership serves in the office until the new President is elected.
- n) In case of a vacancy after February 1st, the First Vice President of Membership serves in the office until the Executive Board appoints a replacement for the remainder of the fiscal year

2. Timeline of Duties

A. Two Weeks before the General Membership Meeting

- a) Send Hospitality Chair updated membership list for check-in

B. General Membership Meetings

- a) Have a new member/guest table at the entry. This is a table for membership, not hospitality.
 - 1) Have a supply of Membership Brochures and Profile sheets for guests/prospective members.
- b) Collect dues/profile sheets from new and existing members
- c) Take photographs of New Members
- d) Give a notebook and bag to New Members that have not attended the New Member Orientation Meetings
- e) Provide a sign-in sheet to track guests at the General Membership Meetings.
- f) Present the Membership report
 - 1) Recognize guests in attendance

C. After the General Membership Meeting

- a) Deposit the dues received to the bank
 - 1) A copy of the deposit should be kept in the Membership records
 - 2) A copy of the deposit should be sent to the Treasurer
- b) Receive member attendance list from Hospitality Chair.
 - 1) Record attendance in the Member Roster
- c) Contact members who have not been at 3 consecutive General Membership Meetings
 - 1) Update the Corresponding Secretary and Hospitality Committee, if cards and meals are needed due to surgery or life events
- d) Update the Member Roster of those who have paid for the year
- e) Enter all new member information in the Membership Directory, including the member photos

- 1) Contact potential members/guests after the General Membership Meeting with a welcome email
- 2) Send weekly update to the potential members/guests for a three month period
- 3) Update Chairs with new member interest in the their committees
- 4) Electronically submit updated Club Directory to communications/website chair.

D. Annual Meeting

- a) Distribute the profile update sheets at the April meeting for the upcoming year
 - 1) Changes should be sent to the 3rd Vice President of Communications for the Weekly update and Hospitality Chair for nametags
- b) Record committee interest and update Chairs for the upcoming year
- c) Update the Membership 101 with the new officer information and history updates

E. Ongoing

- a) Collect dues beginning in March
- b) Keep a record of the payments and notify members when delinquent in their dues
 - 1) Delinquent members should be removed from the Club directory, weekly update and the Closed Facebook Page
- c) Send the Corresponding Secretary birthday information for sending the electronic birthday cards
- d) Add new members throughout the year to the Club Directory

F. Calendar of Events

- March: Provide a survey for identifying needs and concerns within the Club
Begin collecting dues for the new year
- May: Deadline for Dues
Provide a profile sheet for Club Directory updates and Committee selections for the new year
- October: Any dues not collected are considered in arrears. Names are dropped from the Club Directory and Membership roster by this date
- October: New Membership Orientation Meeting
- January: New Membership Orientation Meeting

C. Second Vice President of Fundraising

Determine events for fundraising projects to be approved by the Executive Board.

Encourage sponsorship from within the General Membership, as well as, local businesses.

1. Second Vice President of Fundraising's Responsibilities

- a) Appoint Chairs for executing major fundraisers for the year
- b) Present all fundraising material for approval by the President
- c) Coordinate external fundraising opportunities as approved and/or directed by the Executive Board.
- d) Encourage members and external businesses to become sponsors for the year
 - 1) Track sponsorships
 - 2) Obtain monies
 - 3) Record deposits
 - a. Update Treasurer of deposit and where the money should be applied (Event vs general Fundraising)
 - 4) Update the 3rd Vice President of Communication with the sponsorship names/logo for inclusion on the Website and Weekly Update
- e) Actively participate in the Appropriations Committee for determining the candidates for Executive Board approval for the year's designated charities
- f) Support and assists each Fundraiser Chair and Committee
- g) Attend all fundraising events and committee meetings.
- h) In coordination with the Treasurer, maintain credit card equipment for event utilization
- i) In the absence of the President and First Vice President of Membership, she performs duties of those officers.

2. Timeline of Duties

A. Summer Tasks

- a) Determine a list of fundraising events for the year and present to the Executive Board for approval at the July Board Meeting
- b) Appoint a Ticket Chair to cover all the major fundraisers for the year
- c) Appoint Chairs for each major fundraiser
- d) Appoint a Tax Receipt Chair for the year
- e) List proposed Fundraising dates in Club Calendar

B. 1st General Membership meeting

- a) Announce the Fundraisers for the year
- b) Introduce the Chair of the 1st Fundraiser

C. Ongoing

- a) Ensure the Treasurer report has all monies recorded correctly
- b) Work with the Tax Receipt Chair and the Treasurer to ensure that all contributors receive official acknowledgment of their donations.

D. Prior to an Event

- a) Ensure all the Chairs are apprised of the budgets for the event
- b) Assist the Event Chair in obtaining a venue for the Fundraiser
 - 1) Obtain signoff from the Treasurer and President for all contracts
- c) Communicate with the Treasurer in advance of all fundraising events to obtain the amount of change needed for each station at the event

E. Post Event

- a) Deposit the proceeds from the Fundraisers
 - 1) Send a detailed report to the Treasurer of the monies deposited
- b) Approve reimbursement forms
 - 1) Forward approved forms to the Treasurer within 30 days of the purchase
- a) **May Meeting Determine the list of charity recipients that should be sent an invite from the Corresponding Secretary**
 - 1) One recipient and one guest from each charity receiving a portion of the up to 80% and 1 recipient from each charity receiving a portion of the remaining 20% shall be invited, and 2nd Vice President of Fundraising shall notify the Hospitality Chair of number of guests accepting.

- b) Invite \$1,000 + sponsors/partners and notify Hospitality of guest information (2 ticket max).

D. Third Vice President of Communications

Responsible for the external publicity of the Club for meetings, Fundraising events and community service projects.

1. Third Vice President's Responsibilities

- a) Appoint Chairs for Weekly Updates, Website and Facebook
- b) Request the approval of the Executive Board for all advertisements.
- c) Request the approval of the President for all correspondence or press releases.
- d) Add/remove member user credentials from restricted communication mechanism (General email, Newsletter email, Photos email, Google drives, Website, Calendar, and all Social Media Facebook Admin)
- e) Store a copy of the logo and mission statement on the Google Drive.
 - 1) This should be available for inclusion on our recipient Charity websites.

Weekly Update

- a) Provide instructions on how to submit, what to include and where to find the form for Weekly Update entries to the Executive Board
- b) Ensure the Weekly Update includes the submitted entries and is delivered for approval.
- c) All articles, reports, and announcements must be submitted electronically by the announced deadline.
- d) Once approved, ensure the general membership receives the Weekly Update in a timely manner
- e) Obtain the minutes from the Recording Secretary for inclusion as a link in the Weekly Updates following the General Membership Meeting.

Club Calendar

- a) Provide instructions on how to add and modify entries on the Calendar to the Executive Board
- b) All Committee Chairs, Fundraising Chairs and necessary project chairs are required to update their meeting/event on the club Calendar.
 - 1) All details on the event, a contact name and email should be provided

Monthly Calendar

- a) The monthly calendar lists meetings, along with brief information on events to provide members with a glance at happenings in the coming month.

Website

- a) Place information submitted to the 3rd Vice President of Communications on the website no later than 4 days after receiving it in the newsletter mailbox
 - 1) Fundraising publicity
 - 2) Sponsorship recognition
 - 3) Photos from events (community service, meetings, events)

Facebook

- a) Responsible for updating both the Closed and Public Facebook pages.

Publicity

- a) Responsible for placing announcements in local papers for meetings, events, special articles and any other communications of the club.

Photography

- a) Appoint a designee to act as photographer for meetings and events.
- b) Photos will be submitted to photos.nmwc@gmail.com
 - 1) Chairs for the website and Facebook should update with those provided
 - 2) Press Releases and announcements should include photos when possible.
 - 3) Third Vice President of Communications will be responsible for securing a professional photographer, when requested.

Instagram

E. Treasurer

Custodian of all financial documents and transactions made on behalf of the Club

1. Treasurer's Responsibilities

- a) Maintain legal financial documents pertaining to the NMWC.
- b) Responsible for the Post Office Box key to collect mail
- c) Maintain credit card equipment along with the 2nd Vice President of Fundraising
 - 1) Add/remove members as needed from Square
 - 2) Approve online transactions
- d) Disburse funds according to the budget, and as otherwise authorized by the Executive Board.
 - 1) Keep an accurate account of all disbursements and receipts as related to each committee's budget
 - 2) Maintain the reimbursement form
- e) Conduct financial transactions with the banks as directed by the Executive Board
 - 1) Notify the 2nd Vice President of Fundraising when checks do not clear for sponsorships, tickets or purchases related to Fundraising
- f) Pay all bills at the direction of the Executive Board.
 - 1) Chamber
 - 2) Post Office Box
 - 3) Web Hosting (GoDaddy)
 - 4) Constant Contact
 - 5) Insurance Liability Policy
 - a. Manage the coverage to ensure it meets the needs of the

club

- 6) Pay Northstone Country Club at the Tuesday Night Meeting for the total number of meals provided for both General Membership Meetings
- g) Reconcile bank account statements, credit card transactions, and investment activity on a monthly basis.
- h) Provide a verbal and written financial report current as the meeting date for the Executive Board and General Membership Meetings.
- i) Furnish written financial reports to the President & Recording Secretary on a monthly basis, due the last Thursday of each Month.
- j) Prepare and submit all tax returns by the end of June each year.
- k) Deliver all financial records to the successor no later than June 30.
- l) Prepare documents for New Board to Review Budget no later than June Board Meeting.
- m) Coordinate an independent review of the account for the year.
- n) Checks over \$500 require dual signatures of the President and Treasurer or in the absence of one of these; the First Vice President of Membership will be the signer.
- o) All checks of any value made out to the Treasurer require Presidential signature before deposit.

F. Recording Secretary

Record the events in the life of the club

1. Recording Secretary's Responsibilities

- a) Record the minutes at Executive Board and both General Membership Meetings
- b) Keep copies of all contracts and Committee reports as designated by the Executive board.
 - 1) Receive copies of all Committee reports to attach to Minutes.
- c) If unable to attend a meeting, designate a substitute to take the minutes.

- d) Email approved minutes to all Executive Board members, keeping copy for files.
- e) At the end of the year, file and store paper copies, as well as making a copy of the year's business on the Google Drive.

Executive Board Meetings

- a) Record minutes of the Executive Board Meetings and any other meetings as called by the Executive Board or President.
- b) Assign two Executive Board members to review minutes and return any corrections, comments within two weeks.

General Membership Meetings

- a) Record the minutes of both General Membership Meetings
- b) Assign two Club members to review minutes and return any corrections, comments within two weeks.
- c) Email approved copy of Minutes to the 3rd Vice President of Communications for inclusion in the Weekly Update.

G. Corresponding Secretary

- a) Send correspondence deemed necessary by the President and Executive Board.
- b) Order and maintain any letterhead, stationery and business cards needed by the Club.

1. Corresponding Secretary's Responsibilities

- a) Receive the Birthday listings from Membership
- b) Set up electronic birthday greetings to members
- c) Send sympathy, get well and encouragement cards to membership, when notified by the President, 1st Vice President of Membership or the Hospitality Chair.
- d) Send out correspondence concerning the business of the Club as directed by the President and Executive Board.
- e) Give updates of correspondence at the Executive Board and General Membership Meetings.
- f) Keep on hand all stationery, letterhead and business cards as needed for Executive Board.
- g) Order more as necessary.
- h) Utilize the Club logo (stored on the Google Drive) for printing.
- i) Send an invitation to the recipient and one guest for the charities receiving a portion of the up to 80% and one recipient for the charities receiving a portion of the remaining 20% for the May General Membership Meeting.

Section 2. – Standing Committees

Standing Committees are those committees whose activities are permanent in the program of the Club and may be added or deleted as needed. The incoming Executive Officers shall appoint the chair of each Standing Committee.

A. Community Affairs

Determine when help is needed within the community for individuals (both adult and children), which our help will benefit.

1. Community Affairs Chair's Responsibilities

- a) Bring recommendations of projects to the Executive Board for approval.
- b) Assign a project head for each project approved during the summer.
- c) Provide information to the General Membership through the Weekly Update and Club calendar

2. Timeline of Duties

A. Summer Tasks

- a) Determine and evaluate local needs
- b) Determine which groups to help and create a schedule for the year.
- c) Add the list of approved projects to the Calendar

B. Monthly

- a) Send updates to the Weekly Update for information on the monthly project
- b) Project leads are responsible for collections made for a particular group at the end of each General Membership Meeting
- c) Create sign-up sheets for the monthly clipboards, when necessary.

C. As Needed

- a) Send photos from service events to the photos.nmwc@gmail.com for display on the Website

B. Education

Determine the educational needs of the community, both adult and children, and plan accordingly.

1. Education Chair's Responsibilities

- a) Bring recommendations of projects to the Executive Board for approval.
- b) Assign a project head for each project approved during the summer.
- c) Provide information to the General Membership through the Weekly Update and Calendar

2. Timeline of Duties

A. Summer Tasks

- a) Determine and evaluate local needs, as well as needs within the General Membership
- b) Add the list of approved educational events to the Calendar

B. Monthly

- a) Send updates to the Weekly Newsletter for information on the monthly educational opportunities
- b) Create sign-up sheets for the monthly clipboards, when necessary.
 - 1) Project leads are responsible for coordinating with local leads for each event
 - 2) Project leads are responsible for coordinating volunteers to support each event

C. Special Interest

The Special Interest Chairman is responsible for gathering information in the community for social and educational activities for club members to enjoy.

NMWC members who share similar interests may form interest groups with the prior approval of the Executive Board, subject to NMWC Bylaws and Policies and Procedures.

1. Special Interest Chair's Responsibilities

- a) Responsible for making sure all sign-up sheets are collected and placed on the clipboards
 - 1) Clipboards are placed on the tables at the General Membership Meetings.
 - 2) The clipboards should contain a monthly calendar of events, that is printed from the Web calendar
 - 3) Collects and collates all sign-up sheets after the Day General Membership Meeting and distributes them to the necessary chairs.
- b) Responsible for assigning Group Leaders for existing interest groups and for any that may be added
- c) If a Group leader is not assigned, the Special Interest Chair assumes the responsibilities of the Group Leader.

2. Group Leaders' Responsibilities

- a) Communications within the group
- b) Keep the Special Interest Chair aware of updated information on scheduled activities prior to the Executive Board Meeting.
- c) Prepare a sign-up sheet and send to the Special Interest Chair for events to be added to the clipboards at the General Membership Meetings
- d) Verify dates for interest group activities with the Special Interest Chair to ensure these dates do not conflict with other previously scheduled NMWC activities.
- e) Send the event dates to the Special Interest Chair for uploading detailed information to the club calendar.
- f) Submit information to the Special Interest Chair for inclusion in the Weekly Newsletter

- g) Obtain permission from the Chair (who obtains permission from the President) to make an announcement at the General Membership Meetings

3. Reservations

- a) Members who make a reservation for an interest group activity must cancel by the published or announced cancellation date to obtain a refund.
- b) Members who fail to cancel a reservation by the published or announced cancellation date are responsible for all costs incurred or assessed.
- c) In the event a regular interest group member cannot attend an event, it is her responsibility to find a substitute (if appropriate).
 - 1) Substitutes should be chosen from a waiting list of interested members before inviting a nonmember to attend.

4. Guests

- a) Guests may attend interest group activities provided room remains after all interested NMWC members have signed up.
- b) Special Interest group members inviting guests are responsible for cancellation and no show costs, if any, incurred by or assessed against the guest.

5. Funds

Interest groups are totally self-supporting and receive no NMWC financial support.

D. Programs

The Program Committee will plan and schedule all programs for the Night and Day General Membership Meetings.

Policy

- a) The programs do not have to be the same for both General Membership Meetings.
- b) Speakers are not paid, unless it is approved by the Executive Board.
- c) Speakers are not granted a list of members for their solicitation.
- d) Speakers should be of relevance to the members and the community, not there to sell a product, service or promote a charity.
- e) Programs should reflect the interest of members as indicated in the annual member survey.
- f) At the discretion of the Programs Committee, members may be used as speakers when they are a professionally recognized expert on the subject of the program.
- g) Speakers will be given a copy of the Program Guidelines.

1. Program Chair's Responsibilities

- a) Direct the planning and scheduling of programs for the year

2. Timeline of Duties

A. Summer Tasks

- a) Check with Fundraising Chair for list of the Club's recipients for the year. Fundraising may request a program to inform the Membership of the recipient Charities.
- b) Check with Executive Board to determine joint meetings, etc. and to determine the total number of programs needed for the year.
- c) Review the annual member survey to determine program topics of interest to members.
- d) Submit a schedule of proposed programs and alternates to the Executive Board by the August Meeting.

B. Month Prior to the Program

- a) Give speakers a copy of the Program Guidelines
- b) Obtain biographies from the speakers and any audiovisual requirements needed for the presentations
- c) Submit the bio/photo information to the Communications Committee for inclusion in:
 - 1) The Weekly Newsletter
 - 2) Publicity
 - 3) Website

C. Month of the Program

- a) Provide a reminder call to the speaker
- b) Review requirements
- c) Invite the speakers to stay for lunch/dinner.
- d) Send directions to Northstone Country Club
- e) Check if audio visual equipment or other equipment is needed
- f) Notify the Hospitality Chair, if there will be a guest/guests at lunch and if a display table and/or audio visual equipment is required
- g) Make sure all handouts are approved by President
- h) If the Program Chair cannot be at the General Membership Meeting, a member of their committee must be assigned to greet and introduce the speaker

D. Day of Program

- a) Set up equipment if necessary
- b) Greet the speaker
- c) Have the speaker sit at your table
- d) Put out handout at tables, if any
- e) Introduce speaker

E. March General Membership Meeting

- a) Verify the agenda for the General Membership Meeting with the Executive Board
- b) This General Membership Meeting will include officer elections

F. May General Membership Meeting

- a) Verify the agenda for the General Membership Meeting with the Executive Board
- b) This General Membership Meeting will include officer installations
- c) Presentation of fundraising checks

E. Hospitality

The Hospitality Committee is responsible for planning the meals, taking reservations for Night and Day meetings, collecting fees for meals, setting up the room for the meetings, and notifying Northstone of the reservations and needs for the meeting.

The Hospitality Committee is also responsible for providing a meal for a member in case of a new child, surgery, or a death in the immediate family. The Corresponding Secretary will be notified of where to send a card and if applicable, the Treasurer will be notified of where to send a \$100 donation in memory of a member or their immediate family.

1. Hospitality Chair

- a) Meet with Northstone and set up meeting dates and menu for Night and Day meetings. Invite the President of the club. Place menu in the Club Calendar and display it at the Check-in table for Night and Day Meeting
- b) Meet with members that have signed up for Hospitality and those that have signed up to prepare meals. Invite the President of the club.
 - 1) Assign a Chairman for Sign-in at Night and Day
(Arrive Night - 5:15/Arrive Day - 9:45; collect money for meals, check members for RSVP, record those that didn't RSVP, collect money from Guest for meals)
 - 2) Assign a Chairman for Greeters at Night and Day
(Arrive Night - 5:15/Arrive Day - 9:45; meet Guest, collect fees for meal, introduce them to Membership Chair, introduce them to someone in the main room so they will have someone to sit with or have them sit with you)
 - 3) Assign a Chairman to handle one meal for a Member who has had a child, surgery, or a death in their immediate family (member, spouse, children, stepchildren, or parent) In extenuating circumstances, other arrangements can be made.
 - 4) Take minutes of all Hospitality meetings and send out to Hospitality Committee and President
- c) Notify the Treasurer of a donation of \$100.00 to a charity of the Members choice in case of a death in their immediate family. (member, spouse, children, stepchildren, or parent)
- d) Notify Corresponding Secretary of where to send a card to a member, new child, surgery, or a death in their immediate family. (member, spouse, children, stepchildren, parent)

- e) Make Name Tags for Members and Guest if known for all meetings. Separate out Night and Day Name Tags. Display only Name Tags that have RSVP. This will help you know who owes money for that meal if they haven't paid for the year. Remind those that have paid for the year, they must RSVP so a meal won't be made for them.
- f) Place reminders in Weekly update to RSVP for Night and Day Meetings.
- g) Notify Northstone of the meal request for the Night and Day meeting.
- h) Collect fees for meals to be deposited after the Day meeting. Notify the Treasurer of the amount owed to Northstone for meals for Night and Day meetings.
- i) Arrive one hour before Night and Day Meeting to make sure the Meeting Room is equipped for the meeting.
 - 1) Podium
 - 2) US Flag
 - 3) Microphone
 - 4) Tables needed for that particular meeting
- j) Attend and present verbal report at the Night and Day Meeting. If you must miss a meeting, present a written report to someone on the Committee to present verbally.
- k) Attend and present a verbal report at all Board Meetings. If you must miss a meeting, present a written report to the President.
- l) Maintain a Procedural Manual of your duties for the next Hospitality Chairman. Include Minutes of Hospitality Minutes, timeline, what worked and what didn't work

2. Timeline of Duties

A. Summer Tasks

- a) Set up a meeting with Northstone to set up meeting dates and menus. Invite President of the Club.
- b) Set up a meeting with the Hospitality Committee. This includes those that just signed up to help with a meal preferably before the June Board Meeting. Invite President of the Club. Get Check-in, Greeter, and Meals Chairmen
- c) Place menu in Club Calendar and print out each menu to be displayed at each meeting.
- d) Check with Membership Chair and update Name Tags
- e) Place a slip of colored paper in the back of each Name Tag with the Members name on it so the Member may place it at her seat to save the seat

B. Ongoing

- a) The Chair keeps \$125 in cash for Night and Day meetings. Meals are \$16, paperclip 4 \$1.00 together for those paying with a \$20. This \$125 isn't to be counted in the meal receipts.
- b) Upon the arrival of a Member's new child, illness, or death of Member's immediate family (member, spouse, children, stepchildren, parent) notify Meal's Chairman for a meal, (one meal unless extenuating circumstances), Recording Secretary for a card, Treasurer of a \$100.00 donation to charity, and President. Check with Member to see if they want it in the Weekly. If so, send report to Communications Chairman for the Weekly.

C. Monthly

- a) All NMWC Chairs advise the Hospitality Chair of the tables needed for that particular meeting.
 - 1) Two tables are always needed for Check-in
 - 2) One table is always needed for Guest Check-in and membership information
- b) Have a sign indicating where to drop off whatever is collected that month
- c) Contact Northstone to have
 - 1) Podium
 - 2) US Flag
 - 3) Microphone
 - 4) Number of tables, etc needed for that particular meeting.
- d) Are centerpieces needed
 - 1) Red, White, and Green usually do theirs
 - 2) Arrange something for the May Annual Meeting
- e) Remind Northstone that the largest room is needed for Red, White, and Green and the May Annual Meeting

D. Two weeks prior to General Membership Meeting

- a) Make Name Tags for any new members as directed by Membership Chair
- b) Place a slip of colored paper in the back of their Name Tag with their name on it
- c) Place a notice in the Weekly reminding Members to RSVP for which meeting they will be attending
- d) Place a notice in the Weekly reminding Members to prepay for the meal of the meeting they are attending and where to send it
- e) Take General Membership Meeting RSVP and cancellations noting which meeting they will be attending and how/if they have paid for their meal

E. Saturday Prior to the General Membership Meetings

- a) Contact Membership Chair to see if there are any New Members or Guest that need a Name Tag
- b) Notify Northstone of the expected meal count for Night and Day General Membership Meetings
- c) Notify Board of how many members would be attending the Night and Day General Membership meetings. Also, say how many tables etc. will be used and how many clipboard (sheets of information) will be needed.
- d) Separate the Name Tags into Night and Day containers for the Check-in procedure from RSVP. Have other Name Tags in their appropriate containers if needed. This will help you know who owes money for that meal if they haven't paid for the year. All Board members have two Name Tags, one for Night, one for Day

F. Day of the General Membership Meeting

- a) Give Northstone the final meal count by 10:00 am for Night and Day meeting
- b) Verify with Northstone the room is setup with all that is needed for Night and Day meetings
- c) Give the final count to the Treasurer to pay Northstone for the meals at the Tuesday Night General Membership Meeting
- d) Set out Name Tags of members that have RSVP
- e) Have blank Name Tags with NMWC Logo for Guest
- f) Have at least 2 members for Check-in
- g) Have at least 3-4 members as Greeters
- h) Provide a verbal report for the General Membership Meeting
 - 1) Number attending the Meeting
 - 2) Number that RSVP
 - 3) Any Member's new children, illness, or death
- i) Pick up Name Tags that haven't been picked up by Member, write the name down, and call/email them to remind them they need to pay for their meal even though they weren't at the meeting. Keep email or correspondence that says they are attending so you can show it to them.
- j) Have the Name Tag container on a table going outside so members can put their Name Tags back in when they leave

G. General Membership Meeting Follow-up

- a) Deposit dinner/lunch income and send a detailed report to the Treasurer
- b) Send a copy of the Check-in sheets to the Membership Chair with the recorded attendance of the members for the Night and Day General Membership Meetings
- c) Send an email to Members that didn't RSVP for the General Membership Meeting and attended, so they understand there might not be enough food next time.
- d) Send an email to Members that have paid for the year for meals and didn't RSVP they were NOT attending. Northstone assumes they will be there because their meal is paid for. Remember, meals will not be reimbursed.

H. Red, White, and Green General Membership Meeting

- a) Assign a bid paddle to each member and have their Name Tag attached to the paddle.
- b) Need a Prepaid table for Check-in
- c) Need more Greeters to help with packages
- d) Need whole front of the room for tables for auction items

I. Annual Meeting

- a) Charities RSVP to Hospitality Chair.
 - 1) NMWC provides 2 meals per Major Charity
 - 2) NMWC provides 1 meal per Minor Charity
 - 3) If more meals are requested and the NMWC Board says more may attend and pay themselves, the meal must be paid for before the meeting
- b) Separate Name Tags by Members and Charities.
 - 1) Charities will have Name Tags with their name and the name of their Charity
 - 2) Charities will check in at a separate table
 - 3) If a Member is part of a Charity, their Name Tag will be at the Members Check-in.
 - 4) Check with the Member before the meeting to see if they want recognition of that Charity on their Name Tag, if so, place a clear address label with the Charity name on the bottom of their Name Tag
 - 5) Check with the Member to see if they want to sit with the Charity during the meeting
- c) Have Numbers on the tables
 - 1) Assign Charities a table. Have the name of the Charity on the table. When they check-in, tell them their Table Number.
 - 2) Have Table Number on clear label for Members that wish to sit with their Charity. Remind Check-in to show the Member their Table Number

F. Nominating Committee

Responsible for providing a single candidate per office each year for the general membership election

1. Nominating Committee's Responsibilities

- a) Appoint a Chair for the committee
- b) Include contact information for the committee in the Weekly Update for soliciting suggestions from the General Membership on a candidate for each Office (President, 1st VP of Membership, 2nd VP of Fundraising, 3rd VP of Communications, Recording Secretary, Corresponding Secretary and Treasurer)
- c) Familiarize themselves with the eligibility requirements for each Office
- d) Confirm with the candidate that she is willing to take the position, if elected
- e) Determine which candidate should be presented for voting by the General Membership

2. Timeline of Duties

A. January

- a) Executive Board appoints 5 committee members

B. February

- a) General Membership is notified of the committee members
- b) Elect the Chair at the first meeting

C. 7 Days Prior to March General Membership Meeting

- a) Send out the list of candidates that will be part of the election during the March General Membership Meeting

G. Appropriations Committee

The Appropriations Chair and her committee will be responsible for reviewing the Charitable Contribution Request Applications and narrowing down the list of charities that will be named the designated charities for the year. The new Appropriations Chair and Committee for the year will be appointed by the executive Board by April 1.

1. Process for Choosing Main Charities for up to 80% Award and the Remaining 20% Award

All applications meeting the NMWC criteria and who are not recipients to the up to 70% award are eligible for consideration for the remaining 20% award. Not all charities may receive a part of the remaining 20%.

The Appropriations Chair and her committee will be responsible for reviewing the Charitable Request Applications and narrowing down the list of charities that will be named as designated charities for the year.

Timeline

The last week in March the Appropriations Chair will provide a list of all eligible charities to the Executive Board to allow the current Board time to review and research the charities.

The appropriations Chair will provide the Corresponding Secretary a list of the charities with addressed/email information so they will have the information necessary to contact the charities prior to the May General Membership Meeting

The Chairman & the Committee will be appointed at the April Board meeting by the incoming Executive Board.

The **first week in April**, the Current Committee Chair will send letters or emails with a link to the applications to the charities which have received financial support the previous 2 years and request applications must be submitted by May 15th.

May 1-May 15th –applications received

By May 31 the Committee Chair will compile a spread sheet of those requesting funds and their qualifications, and schedule a meeting of her committee to select those charities to be submitted to the Board at the June Board Meeting.

At the **June Board meeting**, the Executive Board will select the top 10 charities to be presented to the membership for their selection of the top 3 charities to receive 80% of the funds raised.

The members will be asked to vote by July 1 via an on-line survey. This information will be presented to the board at the July meeting.

After the July meeting the Executive Board will consider the top membership votes & decide on the final charities which will be supported. A special notification will be sent to the membership announcing the charities which will be supported by July 15th.

The Chairman will sent out letters notifying the charities of the Club's decisions.

2. Process for Choosing Charities for remaining 20% Award

- All Applications meeting NMWC criteria and who are not recipients of the up to 80% award are eligible for consideration. Not all eligible charities may receive a part of the remaining 20% award.

H. Parliamentarian

Appointed by the Executive Board to provide advice on matters of parliamentary procedure and head the Bylaws Committee.

1. Parliamentarian's Responsibilities

- a) Determine if a quorum is present in Executive Board and General Membership Meetings requiring voting
- b) Keep a current copy of Robert's Rules of Order, Newly Revised, as per the Bylaws.
- c) Chair the Bylaws Committee to oversee the review of Bylaws and Policies and Procedures for recommended amendments as needed.
 - 1) Maintain/update copies of the Bylaws for approval by the Executive Board and the General Membership
 - 2) Maintain/update copies of the Policies and Procedures for approval by the Executive Board and presenting to the General Membership
 - 3) Distribute approved copies of the Bylaws and Policy and Procedures
 - a. To the 1st Vice President of Membership for New Members (printed)
 - b. To the General Membership (electronic)
- d) Advise the Nominating Committee on procedure.

2. Bylaws

- a) Review the bylaws for inconsistencies and/or needed procedural changes annually.
- b) Gather a committee to review the bylaws and suggest changes.
- c) Submit proposed changes to the Executive Board at least seven (7) days prior to the Executive Board Meeting.
- d) Upon approval of the Executive Board, submit Bylaws to the general membership at least seven (7) days prior to the General Membership Meeting for their inspection.
 - 1) After Bylaws are approved, provide an updated hard copy of the Bylaws for the President, Recording Secretary and for the Parliamentarians notebook.
 - a. Provide the approved revisions to the 1st Vice President of Membership for updating the handbook

- b. Provide an updated electronic version to the 3rd Vice President of Communications for inclusion in the Weekly Update and Website
- c. Distribute an electronic copy to all members.

3. Policies and Procedures

- a) Review the Policies and Procedures for inconsistencies and/or needed policy/procedural changes annually.
- b) Gather a committee to review the Policies and Procedures and suggest changes.
- c) Submit proposed changes to the Executive Board at least seven (7) days prior to the General Membership Meeting.
 - 1) Upon approval of the Executive Board, submit Policies and Procedures to the general membership at least seven (7) days prior to the General Membership Meeting for review
 - a. Policies and Procedures are presented to the general membership, but their approval is not required.
 - b. Provide the approved revisions to the 1st Vice President of Membership for updating the handbook
 - c. Provide an updated electronic version to the 3rd Vice President of Communications for inclusion in the Weekly Update and Website
 - d. Distribute an electronic copy to all members.

I. Chaplain

Provides a devotion, thought for the day, or brief reading at the Executive Board and General Membership Meetings.

When possible the message should be included on the Agenda for the General Board Meetings.

Section 3. – Special Committees

Special Committees shall be appointed by the Executive Board. Upon the appointment of a committee, the Executive Board shall establish its power and term of appointment. The committee members are obligated to attend one or more Executive Board Meetings to inform the Board of the committee's related plans and current progress. At the first Executive Board Meeting after such event or project, Chairs of these committees and/or their designated representatives shall submit final post-project reports.

A. Bylaws Committee

- a) The Executive Board appointed Parliamentarian is the Chair of the committee
- b) Committee participation will be open to all members
- c) The Committee will conduct an annual review of the Bylaws as they pertain to the business of the Club to be approved by the Executive Board and the General Membership.
- d) The Committee will review the Policies and Procedures and make recommendations of any necessary changes to be approved by the Executive Board and reviewed by the General Membership

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